DataWarehouse Training

FINET reports with Cognos ReportNet

August 2006

Accessing the Web

The following steps will show you how to access Cognos Connection through the Internet and how to log off.

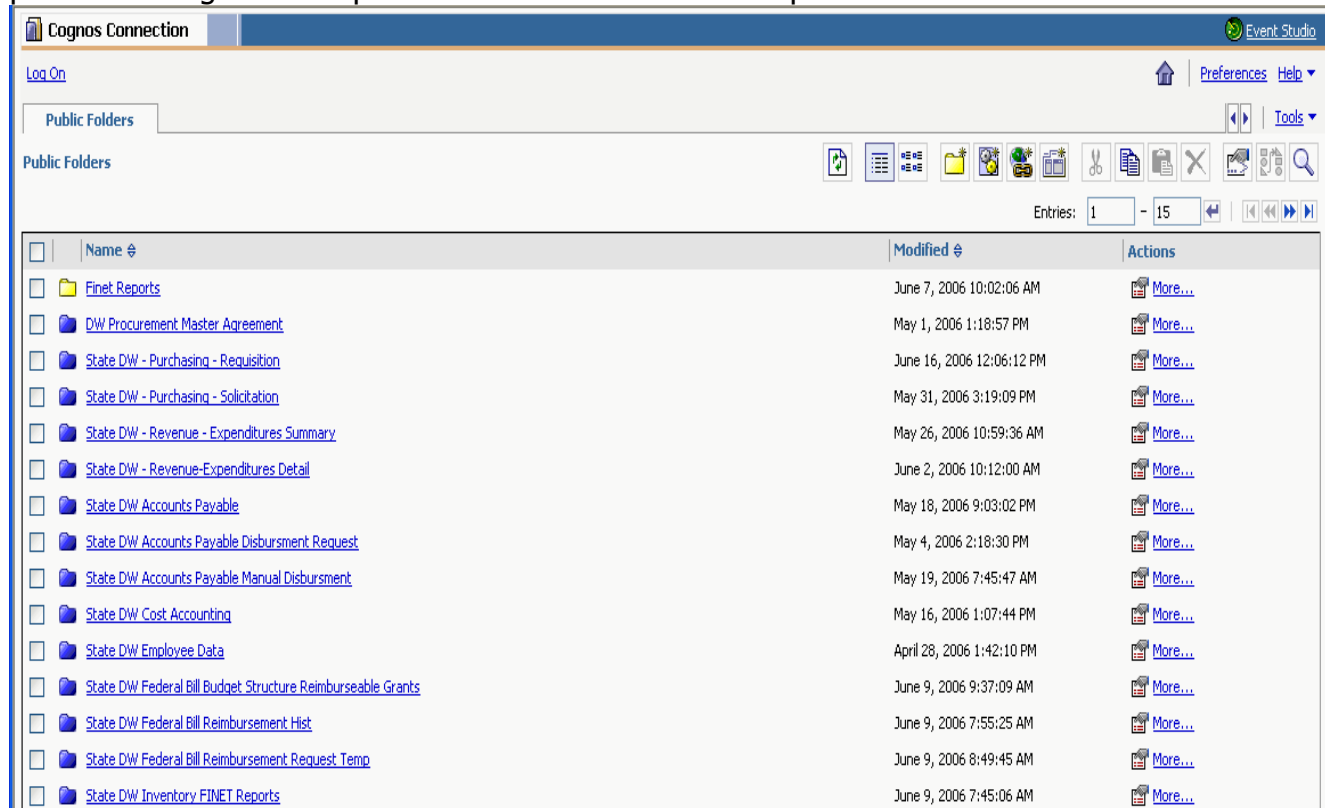**Step 1**: Access the Internet
Click on **Internet Explorer**

Step 2: Access Cognos Connection
If you are using a printed version of this document, type
http://utstficg.finance.utah.gov/cognos8/cgi-bin/cognos.cgi on the address line of Internet Explorer. If you are using a Word version of this document, hold down the Ctrl button while clicking on the link or copy and paste it into the address line of Internet Explorer.

Press Enter. The Cognos Connection Reports screen will display. The Cognos Connection portal is a single access point to all data available in ReportNet

Step 3: When you are finished using Cognos, simply click the X to exit.

Accessing the Reports

The **Public Folders** has the following buttons on the toolbar. These buttons show the actions that can be performed in the portal. The actions vary depending on where you are in the portal. Not all of them will be available when running FINET reports.

Refresh the portal

Show entries in a list

Shows detailed information for each entry

Create a folder

New Job

New URL

Create a page

Cut the selected entries

Copy the selected entries

Paste the clipboard contents to the current location

Delete the selected entries

Set Properties – Public Folders

Order

Search

The only thing you can use now is the FINET Reports folder. Click on the words Finet Reports. A new set of folders will appear organized by report type.

Click on the Budget – AM32, AM61, AM62 folder. Now you have to decide how you want to display your report.

To view a report, click on the name of the report.   Click on the AM32 Line Item Appropriation Status.

A prompt page will appear.

Fill in Fund **1000**; Department **600**; Line Item **NJAA**; Fiscal Year **2007** and Fiscal Period **02**. Click on **Finish**. You should see something that resembles the picture below.

State of Utah - FINET
Line Item Appropriation Status

REPORT ID: AM32

Fiscal Year: 2007

Fund: 1000 (GF) General Fund Unrestricted
Approp: NJAA Workforce Services

Dept: 600 Dept of Workforce Services

Line Item	Appropriated Amount	Estimated Revenue	Total Budget Authority	Actual Revenue	Expenditures	Estimated Revenue Basis	Actual Revenue Basis	Revenue Variance
NJB DWS Centralized Service Delivery	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJC DWS Administrative Support	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJE DWS Pass Through	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJH DWS Service Delivery Support	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJL DWS Regional Operations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJT DWS Client Service Payments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJAA Workforce Services	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00
600 Dept of Workforce Services	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00
1000 (GF) General Fund Unrestricted	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00
Summary	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00

If you want to print a report, you will need to use the Run with Options button.

It's the ▶ icon on the line. When you click that you get to specify how to display your report and when to print it.
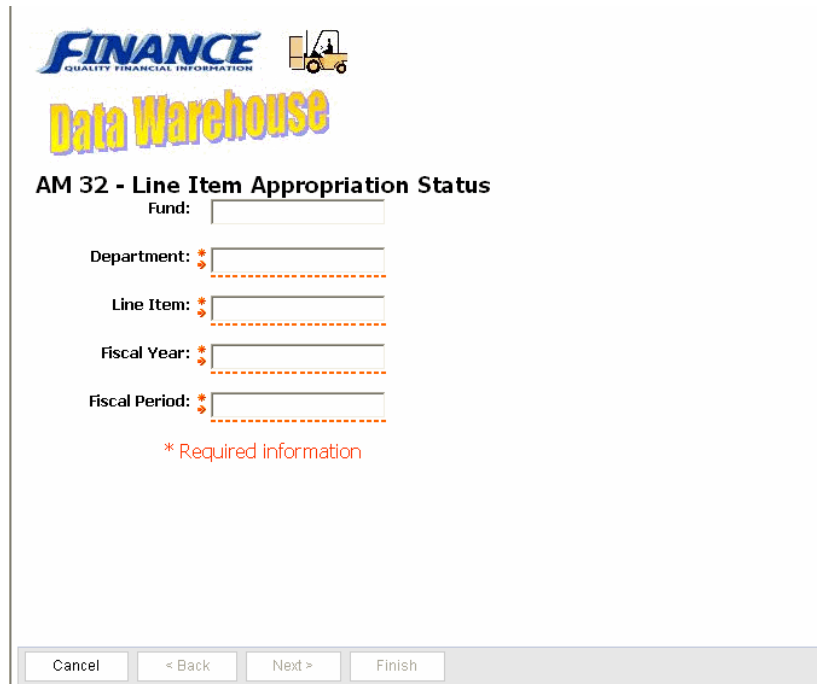
The drop-down box under format allows you to pick what format to display your report. The default is HTML. This is normal web display but doesn't always print formatted reports nicely. To print the report, choose PDF from the dropdown box.

Under the English language box is a set of radio buttons to either view the report to decide to print it or to send it straight to a printer. You must know your printer's exact name to use the second option. It always a good idea to view the report first to ensure it contains the information you want.

Click the run button at the bottom of the page to get the prompt page.
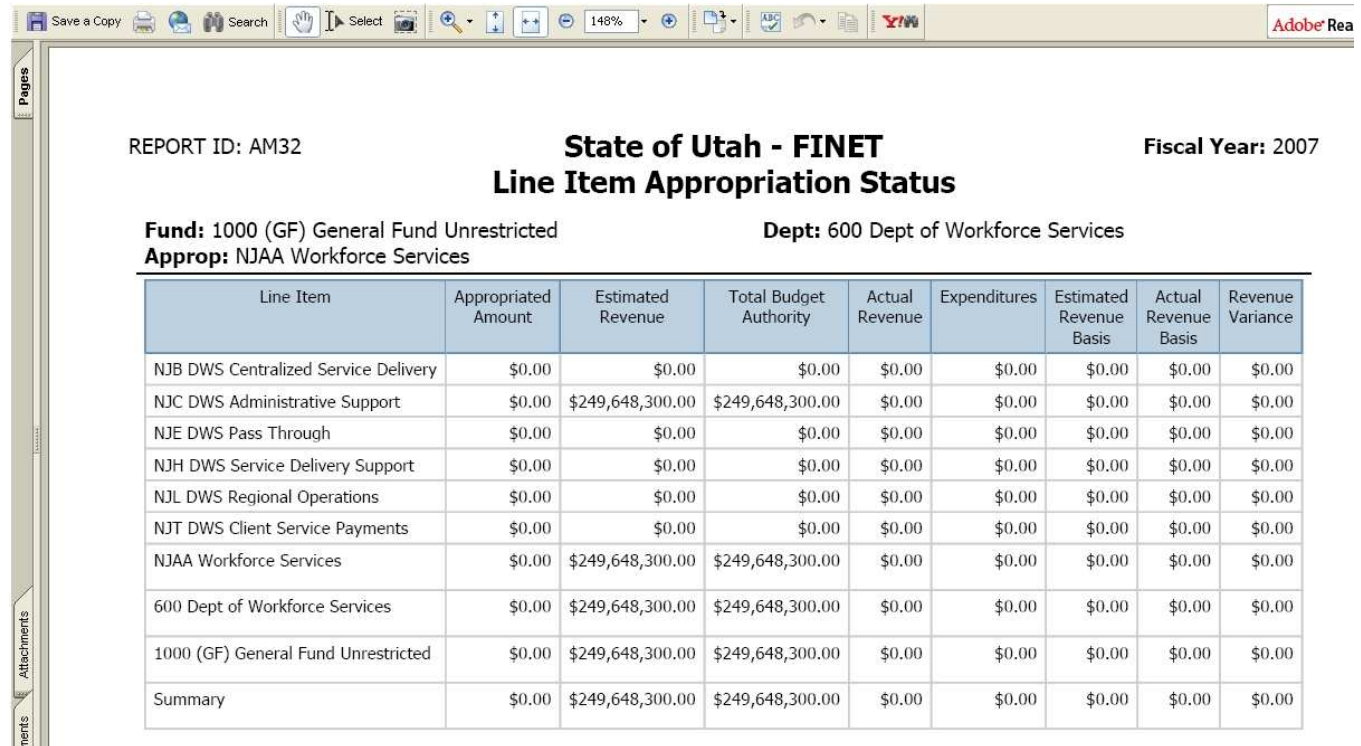
Fill in Fund **1000**; Department **600**; Line Item **NJAA**; Fiscal Year **2007** and Fiscal Period **02**. Click on **Finish**. You should see something that resembles the picture below.

REPORT ID: AM32 | **State of Utah - FINET** — **Line Item Appropriation Status** | **Fiscal Year: 2007**

Fund: 1000 (GF) General Fund Unrestricted **Dept:** 600 Dept of Workforce Services
Approp: NJAA Workforce Services

Line Item	Appropriated Amount	Estimated Revenue	Total Budget Authority	Actual Revenue	Expenditures	Estimated Revenue Basis	Actual Revenue Basis	Revenue Variance
NJB DWS Centralized Service Delivery	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJC DWS Administrative Support	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJE DWS Pass Through	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJH DWS Service Delivery Support	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJL DWS Regional Operations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJT DWS Client Service Payments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NJAA Workforce Services	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00
600 Dept of Workforce Services	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00
1000 (GF) General Fund Unrestricted	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00
Summary	$0.00	$249,648,300.00	$249,648,300.00	$0.00	$0.00	$0.00	$0.00	$0.00

If this is the information you want to print, click the picture of the printer button on the PDF tool bar. DO NOT USE THE FILE/PRINT OPTION ON THE INTERNET EXPLORER TOOLBAR.

Accessing other reports

To run reports in other folders, click on the words [Finet Reports](#) in the path that appears above the current report list box.

To exit, click the red X box in the upper right hand corner.